

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Child and Family Services Agency



**CONTRACTS AND PROCUREMENT ADMINISTRATION**

**DETERMINATION AND FINDING FOR  
A SOLE SOURCE CONTRACT**

**CONTRACT NO.:** DCRL-2016-R-0069  
**CAPTION:** Project Management Specialist  
**PROPOSED CONTRACTOR:** Midtown Personnel Inc.  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. **MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency is seeking a Contractor to provide Project Management services to support initiatives being implemented and administered by the Office of Community Partnerships. This includes implementation and maintenance of Safe and Stable Families or services that are being implemented through the title IV-E Waiver, which has been approved by the U.S. Department of Health and Human Services Administration for Children and Families.

3. **ESTIMATED REASONABLE PRICE:**

Not to Exceed \$200,000.00

4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

In accordance with Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18 Section 1810.2 (a) (c), Blanket Purchase Agreement (BPA), purchase procedures for goods or services being procured has a restriction cap not to exceed one hundred thousand dollars (\$100,000) threshold. The District of Columbia issued a Blanket Purchase Agreement (BPA), on June 20, 2015, to the following contractors certified by the Department of Small and Local Business Development (DSLBD), (1) Temporary and Permanent Employment Agency, (2) MB Staffing Services, (3) KLSL Consulting LLC, (4) Midtown Personnel, Inc., (5) Insight Staffing Inc., and (6) Inform Strategies, Inc. Midtown Personnel Inc. was the only contractor who responded to the BPA. The BPA was awarded to Midtown on June 15, 2015.

The Child and Family Services Agency (CFSA), Office of the Deputy Director for Community Partnerships has an urgent need to hire an additional Project Management Specialist to support the Supervisory IV-E Planning Advisor's responsibilities related to the expansion and maintenance of intensive family preservation services through the timely meeting of deadlines, drafting of documents, resolution of problems, and monitoring of program activities.

The proposed contractor is the only entity capable of meeting the minimum need during the proposed period of performance. The proposed contractor is aware of the services to be provided and is capable of performing services and has performed in this capacity before. In addition Midtown Personnel Inc., is the only provider that can provide the level of services required by the District at this time.

The District is requesting that the BPA be converted into a long term contract based on the restriction of the one hundred thousand dollar cap under the BPA now in place with CFSA. This will provide continuous services with the same contractor who is providing professional clientele to perform Project Management Services.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting  
Officer

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting  
Officer

### **DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.02). I further find that the contractor listed above is the only available source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

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Date

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Tara Sigamoni  
Agency Chief Contracting  
Officer